

OTR 78-8788

1 DEC 1978

Griffith

OLC #78-3619

MEMORANDUM FOR: DDA Senior Training Officer
DDO Senior Training Officer
DDS&T Senior Training Officer
NFAC Senior Training Officer
O/DCI Senior Training Officer

FROM: Harry E. Fitzwater
Director of Training

SUBJECT: Use of External Training Programs

Your attention is called to revised which requires that the Director of Training:

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- a. Approve contracts between Agency components and vendors for procurement of training services.
- b. Approve employees for all Agency sponsored external training.

Generally the process of getting approval for external training programs is simple and not time consuming. The principal exception is a request for external training which duplicates or overlaps training offered internally. In these cases, it is absolutely essential that you involve the Office of Training early in the planning process. Prudent management of external training funds recently reduced through House Appropriations Committee action demands that we thoroughly explore internal training alternatives. Beyond that, Title V of the US Code requires that we give first attention to internal training capability and then other government training facilities before seeking training assistance from external sources. I will not routinely concur in requests for external training until I am assured that our internal programs cannot respond to the requirement and that the request meets the stipulated limitations published in Title V.

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Harry E. Fitzwater